

**VILLAGE OF FOX CROSSING
BOARD OF TRUSTEES REGULAR MEETING
Municipal Complex – Arden Tews Assembly Room
Monday, June 28, 2021**

Minutes

1. Call to Order, Pledge of Allegiance, and Roll Call

Meeting called to order by President Youngquist at 6:00 p.m. The Pledge of Allegiance was recited.

Village Clerk Darla Fink took roll call and noted those present: President Dale Youngquist, Trustees Michael Van Dyke, Kris Koepp (via teleconference), Gregory Ziegler, Mark Englebert, Dale McNamee, and Barbara Hanson.

Also Present: Village Manager Jeffrey Sturgell, Director of Finance Myra Piergrossi (via teleconference), Director of Community Development George Dearborn, Fire Chief Brian Harbison, Chief of Police Tim G. Seaver, Street Superintendent Randy Gallow, Utility Superintendent David Tracey, Director of Parks & Recreation Amanda Geiser, Attorney Andrew Rossmeissl, Attorney Gabriel Grahek, Engineer Lee Reibold, and Engineer Bradley Werner. There were five attendees.

2. Awards / Presentations

a) Annual Audit Report for Fiscal Year 2020 – Krisztina Dommer, CPA of KerberRose, S.C.

Krisztina gave a summary of the Village's net worth and an overall summary of the Village's assets. The continued growth and development of the Village has resulted in an increase of \$13.55 Million in assets within the last year. She provided a current summary of liabilities, which has not increased to keep up with capital asset development. Overall, there was an \$11.91 Million increase in liabilities. The total growth for 2020 was a net increase of \$9.96 Million. Utilities had substantial growth in capital assets of approximately \$22 Million due in part to significant capital contributions from both developers and the Village.

She noted the changes in revenue and expenses last year. Revenues increased significantly due to capital grants and contributions, mainly related to CARES Act Grant. Overall, there was a 36% growth in revenue from the previous year and expenses increased approximately 6.93% which is relatively stable considering the COVID-19 pandemic. At this time, the Village is only borrowing approximately 28% of the total amount of debt the Village could have per state standards. Finally, she noted all audit comments from previous years have been addressed and there are no additional comments from Kerber Rose this year.

3. Public Hearings

4. Minutes to Approve / Minutes and Correspondence to Receive

Minutes to Approve

- a) Special Village Board Meeting – June 14, 2021
- b) Regular Village Board Meeting – June 14, 2021

Minutes and Correspondence to Receive

- c) Planning Commission Meeting Minutes – May 19, 2021
- d) Neenah Menasha Sewerage Commission Minutes – April 27, 2021 & May 25, 2021

MOTION: Trustee Van Dyke, seconded by Trustee Ziegler to approve the minutes and accept other departmental minutes and correspondence into record. Motion carried.

5. Public Comments Addressed to the Village Board

Joe Nemechek – 1992 Susan Avenue

Mr. Nemechek stated he has been a resident for 50 years and wanted to speak about the unsightly parking problems throughout the Village. He specifically mentioned the semi-trailer, miscellaneous junk, and other construction equipment that have been parked on the corner of Irish Road and Jacobsen Road for approximately two months. He noted a landscaping company that parks their van and truck in the driveway right up to the curb, as well as vehicles in the ditch, on Jacobsen Road and Gavin Road, which obscures the view when turning onto Jacobsen Road. He gave another example on the corner of Gavin Road and Susan Avenue where a resident doing repair/construction work parks all of the business vehicles at his personal residence daily. He stated there are also camping trailers parked all over the Village, which he suggested limiting to parking no more than 48 hours. He speculated many of these camping trailers are actually being lived in. These campers are blocking views and spoiling the neighborhood for everyone else. He stated the Village needs to enforce regulations and consider establishing stricter regulations on these matters.

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 210628-1:ORD Create Fox Crossing Municipal Code Chapter §274 Mobile Food Vendors

First Reading

MOTION: Trustee Hanson; seconded by Trustee McNamee to accept the First Reading as submitted. Clerk Fink gave the background of this project which began with Clerk Backman and advised we continuously receive requests for food trucks to be licensed in the Village. Trustee Ziegler asked how this Ordinance will be enforced. Chief Seaver confirmed the Code Enforcement Officer will be involved in confirming these establishments are properly licensed similar to all other licensed establishments throughout the Village. Motion carried.

b) 210628-1 Approve the Fourth Addendum and Amendment to Option and Ground Lease Agreement for Palisades Park Cell Tower

MOTION: Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. Attorney Rossmessl noted the Addendum included in the Board's packet does not include his latest changes, and asked Director Dearborn to make sure the correct version is the one that is signed and approved. Motion carried.

c) 210628-2 Memorandum of Understanding between the City of Menasha, Winnebago County, Menasha School District, and Village of Fox Crossing for the Midway Road Pedestrian Crossing at Maplewood Middle School

MOTION: Trustee Hanson, seconded by Trustee McNamee to approve as submitted. Motion carried.

d) 210628-3 Amend Sanitary Sewer Lateral Program for Utility Projects

MOTION: Trustee McNamee, seconded by Trustee Hanson to approve as submitted. Village Manager Sturgell stated this Resolution will change the payment program back to how it was previously done. The payment terms have been extended to ten years allowing residents with higher assessment amounts a better opportunity to pay these amounts back on time. Motion carried.

e) 210628-4 Intergovernmental Agreement to Satisfy Eligibility for Recycling Consolidation Grant for Calendar Year 2022

MOTION: Trustee Van Dyke, seconded by Trustee Hanson to approve as submitted. Motion carried.

- f) 210628-5 Designation of July as Parks & Recreation Month in Fox Crossing
MOTION: Trustee Ziegler, seconded by Trustee Hanson to approve as submitted. Motion carried.
- g) 210628-6 Temporary Class “B” Retailer’s License – Saving Paws Animal Rescue
MOTION: Trustee McNamee, seconded by Trustee Van Dyke to approve as submitted. Motion carried.
- h) 210628-7 Operator License Applicants
MOTION: Trustee Ziegler, seconded by Trustee Van Dyke to approve as submitted. Motion carried.
- i) 210628-8 Expenditures
MOTION: Trustee Ziegler, seconded by Trustee Van Dyke to approve the expenditures submitted without exception. Motion carried.

9. **Reports**

- a) Fire Chief Brian Harbison – Fire Station #40 will serve as a COVID-19 Vaccination Site for the Winnebago County Health Department on Tuesdays from 2:30 p.m. to 5:30 p.m. for Five (5) Weeks Beginning Tuesday, June 29, 2021

Chief Harbison explained that he was approached by Winnebago County to host a vaccination site for Fox Crossing as this is one of the areas with the lowest vaccination numbers. This will be a very hands off event for the Village, as the National Guard will be handling the administration of all vaccines, paperwork, check-in, clean-up, etc. The site will be located in the training room at Fire Station #40 with the goal of administering 20-25 vaccines each event day. This event will be running on Tuesdays for at least five weeks, and has already been advertised throughout the County. Residents do not need an appointment and can easily walk-in to receive their vaccine. They will reassess this program after the completion of the five week period to see if the timeframe should be extended or an additional day per week added. Residents will have an option of either the Moderna or Pfizer vaccines.

10. **Closed Session**

11. **Adjourn**

At 6:57 p.m., **MOTION:** Trustee Ziegler, seconded by Trustee Van Dyke to adjourn. Motion carried.

Respectfully submitted,

Darla M. Fink, Village Clerk

Note: These minutes are not considered official until acted upon at an upcoming meeting; therefore, are subject to revision.